



# HOLY CROSS CATHOLIC SCHOOL



***Teaching as Jesus did since 1868***

3002 Bay Settlement Road

Green Bay, WI 54311

920-468-0625

[www.holycrossfamily.org](http://www.holycrossfamily.org)

[www.holycrossfamily.blogspot.com](http://www.holycrossfamily.blogspot.com)

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# HOLY CROSS SCHOOL 2011-2012 HANDBOOK

***“Let the little children come to me and do not hinder them for the kingdom of God belongs to such as these.” Mark 10:14-15***

# Holy Cross School Philosophy/Mission Statements

## Grace Mission Statement

To engage all Green Bay area parishes in a thriving, collaborative ministry for Catholic schools where all children

- Grow in Catholic faith,
- Reach their potential,
- Serve the community, and
- Are prepared for life.



## Holy Cross Parish Mission Statement

Holy Cross Parish Family, with the Eucharist as our center, welcomes all God's people through our open doors.

By working together as a strong faith community, we live what we believe. Our Catholic heritage and solid educational tradition provide the foundation upon which we build for the future.

*Adopted by the Pastoral Council March 31, 2009*

## Holy Cross Catholic School Philosophy

The primary goal of the Holy Cross Catholic School Community is to announce the Good News of the Gospel of Jesus Christ.

Holy Cross Catholic School creates an atmosphere in which students develop values, attitudes, and skills that will enable them to become vital members of school, parish, and societal communities. The school community, together with the family, shares the Church's mission to motivate students to consciously direct their lives according to Christ centered values.

The faculty and administration will maintain a standard of excellence through programs which will provide for the spiritual, intellectual, social, emotional, and physical growth of each child.

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# HOLY CROSS CATHOLIC SCHOOL PERSONNEL

PRINCIPAL	Mrs. Robin Jo Jensen
SCHOOL SECRETARY	Mrs. Ginny Lardinois
FOUR-YEAR-OLD KINDERGARTEN	Mrs. Michelle Jacques
KINDERGARTEN	Mrs. Beth Kruczek
FIRST GRADE	Miss Annette Barrett
SECOND GRADE	Sister Carolyn Zahringer
THIRD GRADE	Mrs. Mary Wennesheimer
FOURTH GRADE	Mrs. Shara Malone
FIFTH GRADE	Mrs. Patricia Nennig
SIXTH GRADE HOMEROOM	Mrs. Jo Sato
SEVENTH GRADE HOMEROOM	Mrs. Samantha Parker
EIGHTH GRADE HOMEROOM	Mr. Jason Johnson
6-8 MATH & GR.6 RELIGION	Mrs. Jo Sato
6-8 LANG.ARTS & GR.7 RELIGION	Mrs. Samantha Parker
6-8 SCIENCE & SOCIAL STUDIES & GR.8 RELIGION	Mr. Jason Johnson
PHY. ED./HEALTH	Mrs. Sally Thompson
VOCAL MUSIC	Miss Stephanie Kulas
COMPUTER	Mrs. Deanna Schauer
ART	Mrs. Renee Zirbel
SPANISH	Mrs. Mary Lardinois
LIBRARY	Mrs. Heidi Martin
BAND	Miss Maria Fonferek
TECHNOLOGY SUPPORT	Mrs. Jo Sato
SUPPORTIVE CONSULTANTS	Mrs. Robin Jensen
	Mrs. Renee Zirbel
	Miss Annette Barrett
	Mrs. Patricia Nennig
	Mrs. Deanna Schauer
	Sister Carolyn Zahringer
TEACHER AIDE & PLAYGROUND SUPERVISOR	Ms Susan Aerts
4K TEACHER AIDE & DEVELOPMENT COORDINATOR	Mrs. Cathy Zehms
NUTRITION PROGRAM	Mrs. Toni Zahn
	Mrs. Mary VerHaag
NUTRITION STUDENT ACCOUNT MANAGER	Mrs. Susie Goral
ATHLETIC DIRECTOR	Ms Susan Aerts
CUSTODIAN	Mr. Randy Stitz
FAITH FORMATION PROGRAM	Ms. Marti Burkard
PASTOR	Father Tom Hagendorf
PARISH BUSINESS MANAGER	Mrs. Lori Flanagan

## SITE ADVISORY COUNCIL

**President:** Dave Zehms

**V. President:**

**Secretary:**

**Members:** Barb Conard Randy Stitz  
Gail Limoni Ray Schumer  
Dean Gerondale Kurt  
Lynie Vincent VandenHouten

Fr. Tom Hagendorf, O. Praem, Pastor  
Robin Jo Jensen, School Principal  
Marti Burkard, Faith Formation Director



### HOLY CROSS PHONE NUMBERS

School: 468-0625  
Faith Formation: 468-6554  
Parish Office: 468-0595

## FAMILIES AND SCHOOL TOGETHER (FAST)

**President:** Lisa Schimmel  
**Vice-President:** Melissa Navin  
**Treasurer:** Mary Jo Pirlot  
**Secretary:** Mary Miller-Clark  
**Members At Large:**

Cari Van Ooyen Barry & Ann Smetana  
Cami Wasilkoff Bonnie Van Hout  
Gail Limoni Michelle Cullen

**All parents/guardians are members of FAST**

# HOLY CROSS SCHOOL CALENDAR 2011-2012

August 22-31	Faculty/Staff Work Day/In-Service
August 30	<b>Parent/Guardian Opening the School Year Meeting-6:00PM</b>
August 31	<b>Kindergarten Visiting Day (3-5 pm)</b>
<b>September 1</b>	<b>First Day of School for K-8</b>
<b>September 2</b>	<b>4K Visiting Day (11am - 12 noon) Noon Dismissal</b>
<b>September 5</b>	<b>Labor Day-No School</b>
<b>September 6</b>	<b>First Day of 4K Classes</b>
September 14	Picture Day
<b>September 30</b>	<b>Noon Dismissal</b>
<b>October 7</b>	<b>Noon Dismissal</b> – afternoon GRACE inservice
October 12	Midpoint of the First Trimester
October 18	Picture Re-take Day
October 19	Mid-Trimester Progress Reports Available
<b>October 26</b>	<b>Noon Dismissal - Parent/Teacher Conferences</b>
<b>October 27</b>	<b>No School - Parent/Teacher Conferences</b>
<b>October 28</b>	<b>No School - Conference Trade-Off Day</b>
<b>November 23</b>	<b>Noon Dismissal</b> -End of the First Trimester (57 Days)
<b>November 24-25</b>	<b>No School - Thanksgiving Vacation</b>
November 30	First Trimester Report Cards Sent Home
December 13	Christmas Concert
<b>December 22</b>	<b>Noon Dismissal</b> -Christmas Vacation Begins
<b>December 23-30</b>	<b>Christmas Vacation</b>
<b>January 2</b>	<b>Classes resume</b>
January 13	Midpoint of Second Trimester
January 18	Mid-Trimester Progress Reports Available
<b>January 20</b>	<b>Noon Dismissal</b> – Faculty/Staff inservice
Jan.29-Feb.3	Catholic Schools Week
<b>February 3</b>	Grandparent's Day/ <b>Noon Dismissal</b>
February 23	Talent Show
<b>February 24</b>	<b>Noon Dismissal - End of Second Trimester (59 Days)</b>
February 29	Second Trimester Report Cards Sent Home

<b>March 6</b>	<b>Optional Evening Parent/Teacher Conferences (3-6PM)</b>
<b>March 9</b>	<b>No School</b> – Diocesan Teacher In-Service
March 10	<i>Annual Auction</i>
<b>March 23</b>	<b>Noon Dismissal</b>
<b>March 26-30</b>	<b>Spring Break</b>
<b>April 5</b>	<b>Noon Dismissal</b> -Holy Thursday
<b>April 6</b>	<b>No School</b> -Good Friday
<b>April 9</b>	<b>No School</b> -Easter Monday
April 18	Midpoint of Third Trimester
April 25	Mid-Trimester Progress Reports Available
April 26	Family Supper
April 30-May 4	Faculty/Staff Appreciation Week
<b>May 4</b>	<b>Noon Dismissal</b> /Teacher Appreciation Luncheon
May 10	Spring Concert
May 18	All-school Field Trip
<b>May 25</b>	<b>Noon Dismissal</b>
<b>May 28</b>	<b>No School - Memorial Day</b>
May 31-June 3	Grade 8 Class Trip
June 1	Last 4K Class
June 5	Kindergarten Graduation School Picnic Eighth Grade Graduation
<b>June 6</b>	End of the Third Trimester (64 days) Third Trimester Report Cards Sent Home
June 7 & 8	<b>Noon Dismissal – LAST DAY OF SCHOOL</b> Faculty/Staff Workdays

**\* No lunch will be served on early dismissal days.**

**Note: There is no extended care on early dismissal days.**

## COMMUNICATION

### **Administrator's Weekly Newsletter: www.holycrossfamily.org or Family Packet**

A weekly newsletter containing items of interest to parents/guardians and students will be distributed every Wednesday throughout the school year on [www.holycrossfamily.org](http://www.holycrossfamily.org). Families that do not have access to the internet will receive the newsletter via paper copy in the family folder instead. All families will receive a family folder containing hard copy information that cannot be distributed via the web.

The youngest student of each family will be responsible for bringing home the family folder. The folder should be emptied, signed, and returned to school **within three days** of receiving it. The cost to replace a lost or damaged folder is \$1.25.

Additions to the weekly newsletter or family packet should be sent to the school office by **Tuesday morning**. All enclosures require administrative approval for inclusion in the packet and/or newsletter.

### **Bulletin Board Outside the School Office**

In order to strengthen communication with our families, our school will also maintain a bulletin board outside the school office featuring the following:

- Minutes and agendas of the Site Advisory Council, FAST, Development Committee and other pertinent committees of the parish or school
- A weekly parish bulletin
- Faith Formation/Sacrament Program news
- Monthly school calendar and menu
- Copy of the current weekly newsletter

Any other information the school administrator deems appropriate

## **School Management System**

Our school will utilize Power School as it's School Management System. Parents will be able to obtain homework assignments, view progress reports, grades, and other school information. Parents can access this program at **[newcas.gbdioc2.org](http://newcas.gbdioc2.org)**.

## **Bulk E-mail: [holycrossfamily@googlegroups.com](mailto:holycrossfamily@googlegroups.com)**

[Holycrossfamily@googlegroups.com](mailto:holycrossfamily@googlegroups.com) is a list serve that ALL school families will be subscribed to in order to send and receive bulk communications to and from other members. This is not an "official" school site but rather an avenue for communication that is used by the school, parish, athletics program, FAST, Development Committee, school and parish families, etc. to communicate with each other regarding information that is of benefit to our school, parish, and google group members.

## **DAILY SCHEDULE**

- 7:20 a.m. Morning Nutrition meal available
- 7:30 a.m. First Bell Rings
- 7:40 a.m. Classes Begin (4K-8)  
Opening Prayer, Pledge & Announcements
- 9:50 a.m. Morning Recess (K-5)
- 10:10 a.m. Classes resume (K-5)
- 11:20 a.m. Lunch for Grades 4K-5
- 12:00 p.m. Lunch for Grades 6-8
- 2:35 p.m. Closing Prayer\* and Announcements
- 2:40 p.m. Dismissal (4K-8)

\* Students from each school family are responsible for presenting a prayer to the students and faculty/staff of the school on one or more dates designated by the school administrator. The family name will be printed on the designated date(s) on the monthly school calendar.

# CURRICULUM

Curriculum development at Holy Cross is based on the school's philosophy and mission, the GRACE mission statement, and the Diocesan Department of Education. In this shared mission, the faculty, administration and others chosen to share in the process develop instructional goals and objectives.

The programs, activities, and celebrations convey the Gospel message; a faith community is evident; students are motivated to serve others; and worship celebrations reflect the faith of the community.

Our instructional program at Holy Cross Catholic School takes into consideration varied learning styles and the unique characteristics of the school climate. A holistic approach to education assists the student in growing spiritually, socially, academically, affectively, and physically. Experiential learning acquired through hands-on activities and field trips is a strong focus of our curriculum.

The following curriculum is offered:

- Art—Crafts, skills, appreciation
- Band
- Computer Education / Technology
- Health—Human Development, Health
- Language Arts—An integration of reading, literature, phonics, penmanship, speaking, English, spelling, listening skills, and writing
- Math
- Music—Vocal / General music
- Physical Education
- Religion
- Science
- Social Studies
- Foreign Language—Spanish
- Safe Environment
- Other Programs—Junior Achievement, DARE

Curriculum guidelines are available in the school office and are in the process of being revised and updated by the Diocese of Green Bay, Education Department.

## **CATHOLIC VIRTUE/VALUE EDUCATION**

Catholic Virtue/Value Education will take place as an integral part of all we teach at Holy Cross Catholic School. Every other month a new virtue/value will be focused on, and the students will be involved in defining, discussing and exhibiting that virtue/value. In addition, classes will plan presentations on the virtue/values and will give their presentation at assemblies throughout the year.

## **DRESS CODE**

The Dress Code for Holy Cross Catholic School is as follows:

- Solid colored shirts and blouses, with collars and sleeves, including turtlenecks, long-/short-sleeved polo shirts.
- All shirts and blouses must be tucked in at all times.
- Navy, black, brown or tan cotton twill or corduroy pants; no blue jeans, sweat pants, stretch, carpenter or cargo pants.
- Navy, black, brown or tan skirts, skorts or jumpers.
- Solid colored sweaters, fleece pullovers, sweatshirts and vests; no logos except for Holy Cross Spirit-Wear.
- Tennis shoes or others with socks; no sandals, clogs, platform shoes or roller shoes.
- Navy, black, brown or tan cotton twill or corduroy dress-style walking shorts (no more than 2 inches above the knee) or Capri-style pants may be worn from the first day of school until October 15th, and April 15th through the end of the school year.

## **CHOICE DRESS DAYS**

On days specified by the school administrator as "Choice Dress Days", students may opt to dress outside of the Dress Code. On these days, blue jeans are permitted. However, any type of clothing or grooming that is disruptive and/or inappropriate will not be permitted. Choice Dress Days will be designated on the monthly calendar or communicated via the weekly newsletter.

## **MORNING NUTRITION/LUNCH PROGRAMS**

Students will be provided an opportunity to enjoy an early morning meal from 7:20 a.m. to 7:35 a.m. each day as part of the Morning Nutrition Program.

This program offers students a variety of healthy choices each day, with cold cereal, milk and fruit being offered every day. The cost per day is \$1.35

Holy Cross lunches are prepared daily on site by our school nutrition professionals. Lunches include a salad bar, fresh fruits and vegetables, whole grain breads and milk. **Students may choose on a daily basis whether or not they want breakfast, lunch, or milk only.**

The cost of lunch per day for students is \$2.45 and for adults or non-students is \$3.45. Milk can be purchased for \$.35 per carton by students eating cold lunch, or students eating school lunch who would like more milk, .

**Each student will need to have a prepaid account to make their breakfast, lunch, and milk payments.** The nutrition staff will notify you when the account needs to be replenished.

Parents/guardians are welcomed and encouraged to join their children for lunch. Parents/guardians who wish to purchase a school lunch should notify the school kitchen by 9:00 a.m. on day the lunch is to be purchased.

The Federal Hot Lunch Program provides for free and reduced lunches to qualifying families. Forms and information are distributed to all families in their first family packet of the school year.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY).

## **EXTENDED CARE PROGRAM**

Holy Cross provides an Extended Care Program for students of the school from 6:30 a.m. until school begins and again after school until 6:00 p.m. There is NO EXTENDED CARE on early dismissal days, early-release snow days, or mornings of weather-related delayed-start days.

The cost for the 2011-2012 school year is as follows:

- Before School Care is \$3.00 per day per student.
- After School Care, afternoon partial session from 2:40 until 4:00 p.m., is \$4.00 per day per student.
- After School Care, afternoon complete session from 2:40 until 6:00 p.m. is: \$8.00 per day for 1 child, \$11.00 per day for 2 children and \$12.00 per day for 3 children.

Registration forms will be provided at the beginning of the school year and are available throughout the year in the school office. Registration Fee is \$30.00 per child.

## **SUMMER CHILD CARE PROGRAM**

Summer Care is offered throughout the summer months, June through August, for 12 weeks, for children age 4 and up. The program runs from 6:30 a.m. until 6:00 p.m.

The cost of the program is as follows:

	<u>Full Days</u>	<u>Half Days</u>	<u>Drop In</u>
1st child	\$29.00/day \$145.00/wk.	\$15.00/day \$75.00/wk.	\$6.00/hr.
2nd child	\$26.00/day \$130.00/wk.	\$13.00/day \$65.00/wk.	\$4.00/hr.
3rd+ child	\$22.00/day \$110.00/wk	\$11.25/day \$57.00/wk	\$4.00/hr

Program costs are subject to change. Information and registration forms will be sent home in early Spring.

## **2011-2012 DEVELOPMENT GOALS**

### **Image, Recruitment & Retention, and Alumni Relations:**

- To continue to promote the image of Holy Cross Catholic School as a community dedicated to providing quality Catholic education.
- To provide coordinated community-wide public relations and marketing programs highlighting the programs and services offered by the school as well as student and staff accomplishments.
- To continue to find ways to enhance programs and activities offered by the school to enrich students' educational experiences.
- To compile a database of Holy Cross Catholic School alumni and to use the database to reach out to alumni to educate them about and involve them in the school.

### **Financial:**

- To raise funds for the school in old and new ways in order to meet the GRACE 3rd-source-funding target, other special program funding, and/or make capital improvements.

## **FAMILIES AND SCHOOL TOGETHER (FAST)**

All parents/guardians are members of FAST. FAST is a way of integrating the goals of home and school for the benefit of the students. All parents/guardians, interested grandparents, and parishioners are strongly encouraged to attend and participate in the meetings and activities.

FAST sponsors several activities throughout the year. Members are notified of these activities and provided opportunities to participate and attend. Some examples include:

- Welcoming Committee
- Family Movie Night

- Artist in Residence Program
- Assemblies
- Family Socials and Activities
- Market Day
- Teacher Appreciation Week
- Teacher Welcome Lunch
- The Apple Tree
- Gingerbread House
- Santa Visit
- Room at the Inn
- Ice Cream Socials
- Teacher Christmas
- 8th Grade Recognition and Family Supper

FAST dues are \$50 for families with children in Grades K-8 and 5-day 4K, \$30 for families with children in 3-day 4K only, and \$20 for the 2-day 4K families. FAST dues are charged in lieu of fundraising.

FAST provides Holy Cross students with wonderful educational and social opportunities that would not otherwise be available. The support of *all* school families is vital to the success of our school.

## **PARENT/GUARDIAN KITCHEN AND PLAYGROUND DUTY**

Each school family is required to assist school staff in serving lunch and/or supervising students on the playground during lunch recess for a designated number of days each school year. The number of days required will depend upon the number of school families enrolled at Holy Cross Catholic School. For the 2011-2012 school year, each family with students in Grades 5K-8 is responsible for 6 days; 4K-only families will help 5 times for the 5-day students, 3 times for the 3-day students, and 2 times for the 2-day students.

Some families might find that this time commitment cannot be met; therefore, a buy-out option of \$60 (5K-8) or \$50,

\$30, or \$20 (4K) is also available — \$10 for each day you cannot fill. The monies collected from the exercise of the buy-out option will be used to hire substitutes to fill those days.

At the end of the school year, school families will have the opportunity to sign up for their kitchen and playground duty for the upcoming school year. Three parent/guardians are needed for kitchen and playground duty each day.

See pages 41-42 for more information about kitchen and playground duty.

## **FUND RAISING**

Fund raising is absolutely essential to the existence of our school. All school families are required to participate in fund raising for Holy Cross Catholic School by contributing their time, talents and/or resources to the school's major fundraisers: the Holy Cross Auction, the Fall Fest, and Football Mania. Volunteer opportunities are available to accommodate all schedules (e.g., full-time working parents, stay at home parents, etc.). Each family is **required** to participate in these **MANDATORY fundraisers**, or choose the buy-out option.

In addition, school families are strongly encouraged to participate in other fund raising efforts, including but not limited to:

- Market Day
- General Mills Box Tops for Education
- Inkjet Cartridge and Cell Phone Recycling
- Campbell's Labels for Education
- Milk Caps—Morning Glory, Kemps, & Kwik Trip

## **VOLUNTEERING**

The gift of time and talent by volunteer parents/guardians and other family members is vital to the operation of the school and the success of its programs and services. A list of volunteer opportunities will be available at future parent meetings and in the school office.

Examples of volunteer opportunities:

## **Development Program**

Volunteer to assist with Fund Raising, Public Relations/Marketing, Alumni Relations, Recruitment, etc.

## **Family Packets/Communication Folders**

Stuff family packets on Wednesday mornings

## **FAST**

Assist in planning and implementing various FAST activities or volunteer to help with a specific activity or event

## **Market Day**

Help sort orders for customers to pick up one Wednesday each month from 1 pm to 2:30 pm

## **School Office**

Answer telephone, do photo copying for teachers, and help with other tasks as needed.

## **\$crip Program**

Place \$crip orders, fill \$crip orders, pick up local \$crip or help sell \$crip after weekend masses. All levels of participation welcome (e.g., once a week, once a month, etc.)

## **Chaperone Field Trips/Volunteer at School**

Parents/guardians wishing to serve as chaperones for field trips or assist with student activities must complete VIRTUS training and complete an online application for a background check.

## **TUITION/EDUCATIONAL FEES**

Tuition is evaluated on an annual basis by GRACE. Tuition fees for the 2011-2012 school year are:

Four-Year-Old Kindergarten (M—F Full Day)	- \$2,720
Four-Year-Old Kindergarten (M/W/F Full Day)	- \$1,635
Four-Year-Old Kindergarten (T/R Full Day)	- \$1,090

GRACE Tuition<sup>1</sup>:

Kindergarten - Eighth Grade      \$2,000 - First Student  
\$1,800 - Each Addtl.

Non-GRACE-system Tuition<sup>2</sup>:

Kindergarten - Eighth Grade      \$4,000 - First Student  
\$3,600 - Each Ad'l Stud.

<sup>1</sup> Parish families who are not on pace to meet their expected \$720 in annual sacrificial giving to their GRACE Parish will be billed Non-Parish Tuition on March 31st of each year. See page 46 regarding *Sacrificial Giving*.

<sup>2</sup> Families belonging to a non-GRACE-system parish are encouraged to ask their parish to subsidize \$720 of their first student's tuition, which reflects the difference between Parish and Non-Parish Tuition.

Confidential financial assistance is available and granted through GRACE.

**SCRIP PROGRAM - TUITION REDUCTION**

The Scrip Program offers families the opportunity to raise funds to help pay for a portion of their child(ren)'s educational fees simply by buying gift cards/certificates purchased through the Scrip Program. It costs nothing to participate and a percentage of the proceeds raised is automatically calculated and applied towards any outstanding educational fees.

Gift cards/certificates are available for purchase by the Scrip Program from numerous retailers, restaurants, and service providers at a discounted rate. When a family purchases them at face value through the Scrip Program, the difference in price (i.e., the face value minus the discounted rate) is credited to the Scrip Program. A percentage of the credited proceeds is then applied to the family's outstanding educational fees.

On purchases made by day school families, 59% of the proceeds credited to the Scrip Program is applied to your child(ren)'s outstanding educational fees and 40% of the proceeds is credited to the parish. If your tuition has been paid in full, the credit can be applied to your tuition bill for next year.

Scrip order forms will be sent home occasionally in the family packet and are always available on our school website and blogspot. Additional order forms are sent home with filled or-

ders. Orders can be sent to school during the week and will be filled with available inventory and sent home on Wednesdays and Fridays. Items not available in inventory will be filled the following week. Scrip will also be available for purchase after most weekend masses.

Each participating family must purchase a blue envelope (cost is \$1 each) to send in their Scrip order forms and receive their Scrip purchases if sending them via the students.

Tuition-reducing purchases can be made year round. We will tabulate your credits earned and GRACE will periodically credit them to your tuition account.

## **SCHOOL TOPICS**

### **ABSENCE PROCEDURE**

Generally accepted excuses for school absence without advance notification include: personal illness, family illness, and a death in the family.

Notify the school of an absence or tardiness with a phone call by 8:00 a.m. This information will then be communicated to the teachers.

When a student needs to be dismissed early from school for any reason, written notification should be given. The classroom teacher will be notified of the early release by the office. The student needs to report to the office and the parent/guardian should sign out the student before taking him/her from the school building.

Students who are tardy for class must check into the office for a tardy slip before reporting to the classroom.

A written, dated excuse should be sent to the office upon the student's return when a student is absent for three or more days of school. The excuse will be kept on file for the current school year.

See FAMILY VACATIONS

### **ACCREDITATION**

Holy Cross Catholic School underwent the process of renewing its accreditation status during the 2004-2005 school year and was ac-

credited in June of 2005 through WRISA (Wisconsin Religious and Independent Schools Accreditation). The process of accreditation involved three phases: a self-study, a validation committee visit, and a long-range plan. The Accreditation Team, made up of parents/guardians of the students and faculty and staff members, met twice monthly to perform the self-study and to devise the long-range plan.

THE 11 STANDARDS COMPLETED INCLUDE: PHILOSOPHY/OBJECTIVES, SCHOOL AND COMMUNITY, SCHOOL CLIMATE, ADMINISTRATION/GOVERNANCE, THE PROFESSIONAL STAFF, CURRICULUM, INSTRUCTIONAL MATERIALS AND RESOURCES, STUDENT SERVICES, PHYSICAL FACILITIES, PLANNING AND MANAGEMENT, AND CATHOLIC IDENTITY.

Holy Cross School will undergo the accreditation process again in 2012.

## **ADMISSIONS**

Everyone is welcome at Holy Cross Catholic School. Families are encouraged to be registered members of a GRACE Parish. New families should register in the parish office before registering their children for school.

In the event that enrollment exceeds capacity, first priority will be given to families presently enrolled in the school, followed by Holy Cross parishioners currently not enrolled, followed by non-parishioners and then non-Catholics.

## **ALCOHOL AND OTHER DRUGS**

Student possession, sale, or use of alcohol, drugs, or any other controlled substance at school is strictly forbidden. Violations will be reported to the appropriate law enforcement agencies.

The use and/or possession of alcohol, drugs, tobacco, or controlled substances of any kind, or paraphernalia related to any of these, is prohibited at all times on the school premises or at school related activities including activities and events not on school grounds or outside school hours.

### **Consequences:**

- Three (3) day suspension after consultation with the parents/guardians of the student. Students may be required to seek counseling from a counselor approved by the school administra-

tor and provide written evidence of such to the school administrator within 30 days of suspension.

- Any further incidents while a student at Holy Cross Catholic-School will result in expulsion. Expulsion is permanent.

## **AMENDMENTS TO THE HANDBOOK**

The school administrator and/or the Site Advisory Council retains the right to amend the handbook for just cause. Parents/guardians, students, faculty and staff members, and SAC members will be given prompt notification, if changes are made.

## **APPOINTMENTS**

Students needing to be released early from school for emergency medical appointments or any other reason must bring a written request for that release from their parents/guardians. They are to check out at the office before leaving the building. Upon returning to school, students are also required to sign in and notify office personnel of their return.

## **ARRIVAL AND DISMISSAL**

Parents/guardians bringing to or picking up students from school should do so on time and in a manner that is compliant with the parking regulations around the school. Unless participating in the morning nutrition program, students should not arrive before 7:30 a.m. and should leave for home promptly at 2:40 p.m.

Students riding buses are supervised from the time they board the bus until the time they leave the bus at their designated stop. The designated bus company is responsible for the supervision of students on the bus.

Students riding the bus will be dismissed from school first. Students who ride in cars will wait in the lobby until after the buses leave the parking lot, before being dismissed. Extended care students will be escorted to their designated area of the school building for after school care.

## **ASSEMBLIES**

Assemblies are planned every-other month in conjunction with the Catholic Virtue/Value theme of the month. Other assemblies will also be held.

## **ATHLETIC PROGRAM**

Students in Grades 5-8 may participate in soccer, basketball, and/or track.

All team members must be from our Holy Cross Catholic School or Faith Formation Program. Because our athletic program involves participants who are members of our parish but not necessarily enrolled in the day school, our teams are viewed as parish teams. Students whose parents are not registered members of the parish may not play on parish teams, unless approved by the Athletic Director and School Administrator. Those students who are “home schooled” for academics and/or religious education may participate on the parish teams only if their parents are registered members of the parish, as stated above.

All athletic program participants must meet conduct, academic, and effort standards set by the Athletic Committee. The Athletic Director and School Administrator shall have discretion to deny and/or terminate an individual’s participation in the athletic program if said participation is not in the best interest of the other participants.

## **ATTENDANCE**

Regular attendance is essential to a student’s success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent tardiness or absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

## **AWARDS ASSEMBLY**

Students who maintain either standard for the Honor Roll or High Honor Roll will be recognized at the Awards Assembly at the end of the school year. In addition, outstanding achievement in other areas may also be recognized.

A Christian Leadership Award will be given to one student from each classroom who, throughout the entire school year, has displayed exemplary Christian behavior and attitude in their dealings with their peers, other students, and the adults of Holy Cross Catholic School.

Presidential Physical Fitness Awards will also be distributed.

## **BICYCLES**

Students are allowed to ride bicycles to school. Bicycles must have licenses and be locked to the bike rack during school hours. The bike racks are off limits to all students, except immediately before and after school. The school will not be responsible for damaged or stolen bicycles.

Skateboards, scooters, roller skates, roller blades, and other of the like, are not licensed and may not be ridden or brought to school.

## **BOOKS, EQUIPMENT AND SUPPLIES**

It is our goal that the textbooks used to support the curriculum need to be used for at least five years before they are replaced. It is the students' responsibility to take good care of their textbooks, equipment and desks of the school.

Students will be assessed for damage or loss of a textbook.

## **BUS TRANSPORTATION**

Free bus transportation is available to any student living within our school boundaries. Others wishing to ride the bus may make arrangements for bus transportation through First Student Bus Lines.

Riding the bus is a privilege. All students are to respect that privilege and realize it can, and will, be taken away for inappropriate behavior and/or failure to comply with the directives of the bus driver that could result in jeopardizing the safety of others.

### **Bus Rules**

- Students will remain seated and facing forward while bus is in motion and follow all directions of bus driver. The driver may assign seats.
- Do not throw objects out, at, or on the bus. Keep all body parts inside the bus.
- Respect the school bus and personal property. No eating or drinking on the bus. Report damage to the bus driver.
- Use appropriate and respectful language. No bullying or teasing.

- Students and parents/guardians are encouraged to immediately notify the school administrator and/or bus company of any safety hazards that are seen during bus operations.

### **Bus Disciplinary Procedures**

1. The driver will fill out a misconduct report. This report will be turned in to the school administrator within 48 hours of the offense.
2. The following action will follow the issuance of a misconduct report.
  - **First Offense**: The school administrator will inform the parent or guardian regarding the offense and discuss what disciplinary measures the parent or guardian and school administrator deem necessary to correct the situation.
  - **Second Offense**: The school administrator will inform the parent or guardian regarding the offense and the student will be denied transportation for three school days.
  - **Third Offense**: The school administrator will inform the parent or guardian regarding the offense and the student will be denied transportation for thirty school days.
  - Any subsequent offense will result in denial of bus transportation for the balance of the school year.

### **CANCELLATION OF SCHOOL**

Cancellation of school takes place only for extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school is aware of the hardship caused by an abrupt cancellation of school and, therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents/guardians of an impending cancellation, including radio, television, newspaper and [www.holycrossfamily@googlegroups.com](mailto:www.holycrossfamily@googlegroups.com). In the unusual circumstances where school must be cancelled during regularly scheduled school hours, the school will determine that all students have transportation and supervision before releasing them from school.

When weather conditions are such that the school must close, local radio and television stations will announce the complete listing for both the parochial and public school closings. Holy Cross School will be closed when Green Bay Public Schools are closed.

## **CALENDAR**

The annual calendar is published on pages 6 and 7. Changes to the calendar will be noted in the monthly calendars and the weekly newsletters.

Wisconsin State Statute 118.165 (c) requires parochial school calendars to include 875 instructional hours per year. The school calendar must provide 180 days of instruction, three of which can be used for conferences. Two snow days or emergency closings are allowed per calendar year, without making up the missed days.

## **CHANGE OF ADDRESS, EMAIL ADDRESS, AND PHONE NUMBER**

It is very important for emergency and administrative reasons that every student maintains an up-to-date address, email address, and phone number record at the school office. Notify the school office immediately if you have a change of address, email address, and/or phone number during the school year.

## **CHILD ABUSE**

In accordance with Wisconsin State Statute 48.981 and diocesan guidelines, it is the responsibility of school personnel to report to the proper authorities any suspected child abuse and neglect cases observed or reported to them.

## **CONDUCT**

The Christian behavior expected from students at our school is a reflection of the values of common courtesy and safety considerations. Students are expected to:

1. Respect individual rights and the rights of others in a comfortable and pleasant atmosphere

2. Maintain proper behavior during class hours and school related activities
3. Respect school/parish property

### **Common Behavior Rules**

- Students will keep hands, feet and objects to themselves.
- Students will treat one another with respect.
- Students will come to school with a positive attitude.
- Students will take appropriate care of books, equipment and property of the school.
- Students will listen and follow directions.
- Students will put forth their best effort.
- Students will walk in school hallways and will be quiet.
- Students will follow all appropriate safety rules and playground rules.
- Students will keep our school neat and clean.
- Students will not use cell phones or other 2-way telephone or Internet communication during school hours.
- The school will utilize the strategies of the “Bullies to Buddies” program to deal with student conflict.

### **Playground Rules**

*PLEASE BE ADVISED THAT THESE RULES ARE PUT INTO PLACE TO MAKE EVERY ATTEMPT TO KEEP YOUR CHILD SAFE AT RECESS.*

Recess is the best part of the day! We have a wonderful playground area that includes the playground equipment, the grassy area east of the school building, the soccer field, and the blacktop areas near the school and by the basketball hoops. By treating everyone, fellow students as well as supervising adults, with respect, all will enjoy the recess time.

The safety of the students is important. Some **unsafe activities that are not allowed** include the following:

- tackle games,
- running or chasing games on the woodchip area
- crossing the road to retrieve a ball
- playing on the bridge or in the creek

- crossing the creek any way other than using the bridge
- throwing woodchips
- using the monkey bars while wearing mittens
- throwing snow or ice balls/chunks

The rule on the playground for *all* students is “HANDS OFF”! There will be **zero tolerance for any aggressive physical activity** on the playground.

**Poor sportsmanship is not tolerated.** Students are expected to respect one another, and respect each other’s games and activities. Name calling or taunting other students is not permitted. Please speak with your children, letting them know that it is OK to be “out”, to lose a game, or to make a mistake. Winning isn’t everything; fun is!

**The equipment is to be used properly.** That means slides are for going down feet first. Swings are for one seated person at a time going forward and back with no jumping off. Jump ropes are for jumping on the blacktop. Balls are for the grass and blacktop areas, not the roof or brick wall. Playing “500” is allowed only on the grass.

Students who **bring any equipment outside** are responsible for bringing it back in when the bell rings.

All students through grade 5 must have **boots and snowpants** during the winter months. Grades 6-8 need them to leave the blacktop during the winter months.

Students are expected to **respect every adult** on the playground. The parent volunteer has just as much authority as the playground supervisor and students need to follow the directions of and show respect to *ALL* adults.

**The consequences for not following these rules are:**

First offense: verbal warning.

Second offense: student will do laps alone on the soccer field for the remainder of the recess period.

Third offense: students will do laps alone on the soccer field for the remainder of the recess period as well as the next recess period.

Fourth offense: student will be sent to principal’s office for discussion of further consequences.

We hope these guides will ensure everyone has a safe fun recess. Ms. Aerts decides about indoor/outdoor recess, as well as, grass, boots, blacktop, etc.

### **Cafeteria Rules**

- Students will treat all people politely and use appropriate dining room manners
- Students will request permission to leave their eating area (e.g., to use the bathroom, get more food, etc.)
- Students will clear their trays and clean their eating area after they have been excused
- Students will eat quietly and visit with peers using “inside” voices

### **Bathroom Rules**

- Students are encouraged to take care of personal needs at recess or scheduled breaks.
- Students will wash their hands with soap and water
- Students will clean up after themselves and help keep the restroom neat and orderly

## **CONFERENCES**

Parents/Guardians are encouraged to keep in close contact with the teacher regarding the progress of their child. Contact can be made through email and/or notes to the teacher, personal phone calls, or conferences with the teacher. Do not wait for a problem to develop to express concern or seek advice or assistance.

Teachers cannot be called to the telephone while teaching, as their primary responsibility is the education supervision of their students. A message will be given to the respective teacher who will respond at a non-teaching time of the day. Emergency needs are an exception.

A parent/guardian who has a concern that deals with the school administrator should contact the school administrator through a note directed to the school administrator or by a personal phone

call. A conference can then be scheduled.

When a concern needs to be discussed, a conference appointment is a way to insure sufficient time to listen and talk things over. A spontaneous visit may not allow the listening and talking time that may be needed. *Please schedule an appointment!*

School staff wishing to speak to a parent/guardian will send a note, and/or make contact by phone or email when desiring to speak about your children's accomplishments or progress.

Conferences are scheduled approximately two weeks after the midpoint of the First Trimester. Time for optional conferences is provided approximately two weeks after the end of the Second Trimester. Conferences afford parents/guardians, as well as teachers, an opportunity to question and to listen. Strategies should be planned for helping the child achieve the goals that parents/guardians and teachers feel are realistic and appropriate for the child. All parents/guardians are asked to attend the fall conferences.

## **CONFLICT RESOLUTION**

The Conflict Resolution Process as established by the Site Advisory Council is as follows:

1. If a parent/guardian has an issue or complaint regarding a member of the faculty and staff, the parent/guardian should contact the **faculty/staff member** to discuss the concern.
2. After discussion with the faculty/staff member, if the parent/guardian is not satisfied with the resolution of the issue or complaint, the parent/guardian should convey the concern to the administrator and request a conference with the faculty/staff member and the administrator.
3. The parent/guardian should confer with the administrator if the concern is with the administrator.
4. If these guidelines have been followed and the parent/guardian is still not satisfied with the resolution of the issue or complaint, the parent/guardian should contact a member of the Holy Cross Site Advisory Council to have the Council discuss the issue or complaint.
5. If after all other avenues have been attempted, the parent/

guardian remains dissatisfied with the resolution of the issue or complaint, the parent/guardian should arrange for a conference with the Pastor to discuss the matter.

The parent/guardian should fully document the dates and times of their contacts with the faculty/staff member, the administrator, and the Site Advisory Council. The documentation should include a brief summary of what transpired at each level.

## **COURTESY**

Accepted patterns of common courtesy and good manners are expected at all times. All faculty, staff, and volunteers are to be addressed by their appropriate title (Mr., Mrs., Miss, Father, Sister). The use of inappropriate, offensive, vulgar, sexually suggestive and/or harassing language is unacceptable and will be dealt with appropriately.

## **DISCIPLINARY ACTION**

The rules for each classroom and the entire school are the same. The only variation is in the way the rules are expressed to the students. The rules are adapted to fit the age of the students.

### Rules:

1. Respect your classmates and other students in our school by treating them the way you would want to be treated.
2. Respect the adults in our school by addressing them by the proper title.
3. Respect the property of our school by taking care of your textbooks, your desks, your lockers, and other items provided by our school.
4. Respect yourself by doing the very best you can in all ways.

### When a problem occurs:

1. The student will be warned by the teacher to change the unsatisfactory behavior, in as discreet a manner as possible.
2. The teacher will talk to the student in private concerning the behavior that needs to be changed. The teacher may choose to contact the parent.

3. The student will be sent to the school administrator's office to discuss the problem behavior. **This will automatically bring about a contact to the student's parents/guardians.**
4. Should the unsatisfactory behavior continue, a conference will be arranged involving the parents/guardians, the teacher (s), and the school administrator. A discipline plan will be arranged and consequences delineated.
5. Beyond this, the student will be suspended and eventually expelled from school should the student decide not to cooperate with changing the undesirable behavior.

Notwithstanding the foregoing, the school administrator is the final recourse in all disciplinary situations and, after consultation with the Site Advisory Council, may waive any disciplinary rule for just cause at his or her discretion.

## **DOCTOR AND DENTIST APPOINTMENTS**

Parents/guardians are asked to schedule doctor and dentist appointments outside of school hours. When this is not possible, students will be excused for these appointments. A written excuse will need to be kept on file. Parents/guardians should report to the office to sign their child out.

## **EARLY CHILDHOOD / 4K PROGRAMS**

Holy Cross Early Childhood Programs provide children who are four years old with quality educational experiences in a Christian, caring environment. Holy Cross 4K will provide each child with experiences that will encourage spiritual growth, intellectual growth, social interaction, physical growth and a positive self-image.

Early Childhood / 4K parents/guardians are expected to participate in and support Holy Cross School activities.

## **ELECTRONIC EQUIPMENT USE**

Cellular phones, digital cameras, MP3 players, electronic pagers, two-way communication devices and all other electronic devices must be turned off while in the school building and kept in the

student's locker. Handhelds may be used **at the discretion of the teacher**. Holy Cross Catholic School is not responsible for lost, stolen, or damaged electronic devices.

Consequences if a student has, or is using a device during school hours without teacher permission:

First Offense – Warning; shut device off and store it in locker.

Second Offense – Shut device off and store it in locker; parents will be contacted.

Third Offense – The device will be confiscated and the parent will need to come to school to pick up the device and conference with the student and the principal.

## **EMERGENCY INFORMATION**

Every student is required to provide the school office with the following information:

1. Parent/Guardian name(s)
2. Complete up-to-date address
3. Home phone number and parent/guardian work phone numbers
4. Two phone numbers for emergency contacts
5. Physician's name and phone number
6. Medical Alert information

Parents/guardians may indicate the names of persons (not more than three) to whom their child(ren) may be released. No other person(s) will be given the right without the parents/guardians changing the form.

## **EMERGENCY PROCEDURES**

Emergency Procedures for Fire Drills, Tornado Drills, Bomb Threats, Hazardous Spills, and Crisis Situations are on file in the school office and located in the Faculty/Staff Handbook. Evacuation procedures and routes are posted in every classroom.

## **EQUIPMENT USAGE**

Our school has a variety of educational, safety, and janitorial maintenance equipment. Students are not permitted to use or handle equipment, unless they have official permission to do so. If school equipment is damaged because of negligence or unauthor-

ized use, the person at fault is held financially responsible.

## **FAMILY VACATIONS**

We encourage parents/guardians to plan vacations when school is not in session, however, realizing that this is not always possible, we request that:

1. If a vacation requires a student's absence from school, the matter should be discussed with the administrator and the teacher well in advance of the vacation.
2. A Pre-excused Absence Form should then be completed.
3. A written note of the vacation should be sent to the school office, as well as a letter to the bus driver (when appropriate) to inform the office and bus company of the upcoming absences for the student(s).
4. Because of our emphasis on hands-on work and cooperative learning, and the role of class discussion in the learning process, **it is not always possible for homework to be gathered ahead of time for a student who will be missing school for any length of time.** Homework that will need to be made up should be determined through discussion with the classroom teacher(s). Students are responsible for making up all missed coursework.

## **FIELD TRIPS**

Field trips broaden the educational experience of the students. Through field trips, students will experience learning unavailable to them within their classroom, yet highly supportive of the curriculum.

Field trips and school related activities conducted under the supervision of the school are part of the school day and an extension of the classroom activity. All such activities must have approval of the school administrator before any preparations are made.

In order to participate in a field trip, a student must submit a permission slip prepared by the school and signed by the student's parent/guardian.

At Holy Cross Catholic School, teachers are encouraged to have their students participate in a minimum of one field trip experience per school year.

## **FIREARMS, WEAPONS, AND DANGEROUS OBJECTS**

Use and/or possession of a firearm, weapon, or any other dangerous item such as fireworks, matches, lighter, laser pointers, pocket knives of any sort is not allowed.

### Consequences:

Any student in possession of a firearm or weapon at school shall be immediately suspended, pending a hearing before the Site Advisory Council.

1. Anyone found possessing any other dangerous objects would have the objects confiscated. Parents/guardians will be notified. The school administrator will take disciplinary action after consultation with the parents/guardians.
2. Repeated possession will result in a suspension of one to three days.
3. Use of such materials or objects on school premises will result in a three-day suspension.
4. A second offense involving use of such materials will result in expulsion. Expulsion is permanent.

Students who are suspended and/or recommended for expulsion have the right to due process. They must be notified of the charges and have the right to explain their conduct. Appeals of suspensions and expulsions may be made to the Site Advisory Council.

## **FIRE DRILLS AND TORNADO DRILLS**

Each month, during the school year, unless the weather is inclement, we will conduct a fire drill to practice emergency dismissal should a fire occur. Students will be instructed by their teachers where and how this exit is to take place. During the month of April, students will also be instructed as to what they should do in the event a tornado warning is issued.

# FIRST COMMUNION AND FIRST RECONCILIATION

See **RELIGIOUS INSTRUCTION**

## GRADING SCALES

The academic grading scales used at Holy Cross School are as follows:

Kindergarten:	S+	Exceeds basic requirements
	S	Satisfactory Progress; consistent with ability
	S-	Having difficulty meeting basic requirements
	P	Makes sufficient progress for student's aptitude but below grade level
	U	Unsatisfactory
Grades 1 & 2:	S+	90-100 Very good, exceeds basic requirements
	S	80-89 Satisfactory progress
	S-	70-79 Having difficulty meeting basic requirements
	P	0-69 Progress shown, but below grade level
Grades 3 to 8:	A	93-100
	B	85-92
	C	77-84
	D	70-76
	F	0-69

## GRADUATION

Students in Eighth Grade will be recognized in a Graduation ceremony, usually in the context of a liturgy, and will have a Graduation Reception upon completing their studies at Holy Cross School.

Students in Kindergarten will have a Graduation Ceremony followed by the End-of-the-Year School Picnic.

## HALLMARKS OF CATHOLIC EDUCATION

A special emphasis will be placed on incorporating the hallmarks of Catholic Education into all instruction taught at Holy Cross Catholic School. Our activities for Catholic Schools Week, as well as our Catholic Virtue/Value Education Program, will emphasize these hallmarks.

The four hallmarks of Catholic Education are:

1. *Message*. The Message will be brought out by having daily scripture be a part of our morning announcements that pertain to our Character Education theme of the month.
2. *Community*. Community will be worked on as we reach out to the shut ins of the parish and the people in area nursing homes.
3. *Prayer/Worship*. Prayer/Worship is done at the start of each day, and as we close our day, through Morning and Closing Prayer. We will also have weekly liturgies and other prayer services.
4. *Service*. We will be doing Service on a regular basis as part of the middle school Religion classes, but also in other grades as part of their activities throughout the year.

## **HARASSMENT AND SEXUAL HARASSMENT**

It is the policy of the educational programs governed by the Diocesan Board of Total Catholic Education to maintain a learning and working environment that is free from harassment and /or sexual harassment. No employees, volunteers, or students associated with these programs shall be subject to harassment or sexual harassment.

It shall be a violation of these policies for any employee, volunteer, or student to harass another employee, volunteer, or student.

Violations of these policies and procedures will be cause for disciplinary action.

## **HEALTH CLASSES**

Health classes will be taught to students in Grades 6-8 once each week. The Health Curriculum will incorporate the following content:

- Personal health (physical, mental, emotional, social)
- Nutrition
- Physical Activity
- Growth and Development
- Communicable and Non-communicable Disease
- Disease Prevention

- Tobacco, Alcohol and Other Drugs
- Personal Safety and Injury Prevention
- Consumer and Community Health
- Environmental Health
- Family Living
- Relationships
- Conflict Resolution
- Body Image
- Body Systems

## **HEALTH PROGRAMS**

Vision and hearing tests are conducted annually for specific grades under the supervision of the Green Bay Health Department. Vision is tested in Kindergarten, First, Third, Fifth and Seventh Grades. Hearing is tested in Kindergarten and First Grade.

Students in Grades Four through Eight will have the opportunity to participate in Human Growth and Development talks/videos.

## **HOMEWORK**

Homework is an important extension of the teaching/learning that takes place in school. It can contribute to practice and drill that reinforces learning and can provide opportunities for study, research, and creativity. Parents/guardians can assist their children by providing a quiet place for the students to work and checking that the assignments are completed.

A student has the responsibility to complete assignments and prepare for classes to the best of his/her ability. An average amount of homework to be expected each day is:

- 10 to 30 minutes for primary students (Gr. K-2)
- 30 minutes to 1 hour for intermediate students (Gr. 3-5)
- 1 to 2 hours for middle level students (Gr. 6-8)

Depending on the student's own study habits, and/or special projects due, the amount of time required may be more or less. We strongly recommend setting aside a regular time and place each night for homework and study.

## **HOMEWORK ABSENCE FORM**

When a student is absent, a Homework Absence Form will be completed by the teacher listing work missed in each subject area due to the absence. Assignments may also be found on-line on the school's website. Necessary textbooks and materials will be gathered with the form, and placed on the student's desk. Parents/guardians may collect these items at the end of the school day.

## **HONOR ROLL AND HIGH HONOR ROLL (Grades 6-8)**

Students achieving a 3.00—3.49 average for a trimester, including all co-curricular classes, will have their names published on the Honor Roll. Students who achieve a 3.50—4:00 will earn a place on the High Honor Roll.

## **ILLNESS AND INJURY**

In case of illness or injury, a member of the school faculty and staff will care for a student temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, and parents/guardians or emergency contacts cannot be reached, the school office will call 911.

## **KINDERGARTEN**

Students entering Kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Registration for Kindergarten takes place in spring, along with our enrollment of other students.

## **LEAVING SCHOOL**

Students are not allowed to leave school grounds during school hours for any reason without written consent of their parents/guardians and without being signed out through the school office by an adult.

## **LIBRARY**

The library is available to all our students on a regularly sched-

uled basis. Students are encouraged to use the library during regular library hours with the permission of their classroom teacher. They may use the library to read, check out books, return books, do reference work, or to work on special projects.

Students are financially responsible for fines for lost and/or damaged books and materials. The school will be reimbursed for the cost of any lost library book or materials or those returned in unusable condition. Books and materials damaged, but usable, will be assessed a fee depending upon the condition of the item.

## **LITURGIES**

Liturgy is central to our faith. Our students, faculty, and staff participate in liturgies or other prayer service once weekly. Liturgies are celebrated at 8:00 a.m. on Friday mornings and/or Holy Days of Obligation or other major feasts. Students will have the opportunity to help plan and/or participate in liturgies throughout the school year.

Family members are invited and encouraged to participate in the scheduled liturgy with their children.

Youth liturgies are also celebrated throughout the year as part of the weekend liturgies. Students are encouraged to participate by performing specified liturgical roles for these liturgies.

## **LOCKERS/DESKS/STORAGE**

Students are expected to keep their lockers and desks orderly. Students are considered co-tenants of their lockers and desks; therefore, the school reserves the right to search this property when an occasion to do so becomes necessary. The school cannot be responsible for valuables left in the lockers and desks. Locks are not permitted on the lockers.

## **LOITERING**

Students should leave school and school grounds promptly after classes or activities are dismissed.

## **LOST AND FOUND**

The school will not be held accountable for items lost or stolen. We encourage students to leave valuable or breakable items at home, since accidents occasionally happen.

Clothing items should be labeled with the student's name (on the inside only). Items found will be placed in the designated Lost and Found cabinet near the school office. Unclaimed clothing, after a reasonable amount of time, will be donated to St. Vincent de Paul.

## **MEDICATION**

Written instructions for dispensing medication (prescription and over-the-counter) are required before school personnel can administer medication to any student. A **Medication Authorization Form** is included on page 65 of this handbook to be used by a parent/guardian and/or physician to grant authorization to school personnel to give medication in the dosage prescribed.

## **MEMORY BOOKS**

Memory books are made each year and include the individual student pictures, faculty and staff pictures, and various group pictures. Memory Books will be available for purchase at the end of the school year.

## **NON-DISCRIMINATION STATEMENT**

Holy Cross School does not discriminate on the basis of sex, race, color, creed, national or ethnic origin in the enrollment and participation of students in any educational program or activity, nor in its employment of personnel.

## **OFFICE HOURS**

School office hours are from 7:20 a.m. until 3:20 p.m. each day school is in session.

## **PARENTS/GUARDIANS AT SCHOOL**

Parents/guardians are encouraged to visit school anytime and

are also encouraged to attend FAST-sponsored activities and special programs presented by the students.

All school doors will be locked during the school day. This is to ensure the safety and protection of you, our students and our school. Any parent/guardian entering the school building during school hours must be “buzzed” in at the front door near the school office. After entry is granted, the parent/guardian must report to the office, sign in, and receive a visitor’s badge before entering any other area of the building. Upon leaving the building, he or she must sign out and return the visitor’s badge.

If anyone other than a parent/guardian is to meet a student at school, inform the school office. This, too, is for the protection of your child(ren). If a student is to be picked up during school hours due to illness or an appointment, the students will need to wait in the school office. The parent/guardian or other designated person will need to sign the student out before the student may leave the building.

## **PARENT/GUARDIAN KITCHEN DUTY**

- One parent/guardian is assigned to kitchen duty each day.
- The parent/guardian should arrive no later than 10:50 a.m. to check in with the office and obtain a visitor’s badge.
- A hairnet will be provided. After its first use, it will be kept in a sealed bag with the name of the parent/guardian for future use. A hat may be worn instead.
- The parent/guardian assigned to kitchen duty, together with the parent/guardian assigned to playground duty, will set up the dining tables, salad bar and serving table and then clean them.
- The parent/guardian assigned to kitchen duty will help set out and serve the meal while the parent/guardian assigned to playground duty will clean dishes.
- When the students have finished eating, the teacher aide will excuse the students so the students can have their trays scraped and then go outside.
- The parent/guardian assigned to kitchen duty will wash trays

at the dishwasher.

- The parent/guardian assigned to kitchen duty will assist school lunch personnel with putting the dining tables, salad bar and serving table away.
- After the parent/guardian assigned to kitchen duty has finished all assigned chores, he or she should return to the office to sign out and return the visitor's badge.

## **PARENT/GUARDIAN PLAYGROUND DUTY**

- Two parents/guardians are assigned to playground duty each day.
- The parent/guardian should arrive no later than 10:50 a.m. to check in with the office and obtain a visitor's badge.
- The parent/guardian assigned to playground duty, together with the parent/guardian assigned to kitchen duty, will set up the dining tables, salad bar and serving table and then clean them.
- The parent/guardian assigned to playground duty will wash any dirty dishes and/or monitor the lunch room, until the first students are dismissed to go outside.
- The parent/guardian assigned to playground duty will then obtain a walkie talkie from the school office and will go outside with the playground supervisor for recess.
- The parent/guardian assigned to playground duty will supervise students on the playground during recess with the playground supervisor.
- After recess is over, the parent/guardian should return the walkie talkie to the office, sign out and return the visitor's badge.
- When weather is inclement, students will remain or return to their classrooms and engage in quiet activities. The parent/guardian will circulate from classroom to classroom and monitor the activities of the classrooms.
- See pages 26-27 for playground rules and page 44 for the procedure for reporting injuries.

## **PARISH MEMBERSHIP**

All families with children in the school are welcome to become registered members of Holy Cross Parish. As registered members of any parish that supports the GRACE system, all school children in the family are eligible for In-parish Tuition, provided however, that the family also meets the Sacrificial Giving levels set forth on page 46.

## **PARTIES**

The faculty and staff, through consultation with administration, will schedule parties for special occasions. Room parents/guardians will be asked to assist at these parties. Nutritional snacks are encouraged whenever treats are sent to school. Invitations to individual parties should not be distributed at school unless all students in the classroom/grade level are included. Please refer to the school wellness policy regarding snacks.

## **PETS**

Pets of any kind are ordinarily not allowed in school. Teachers may give special permission for pets to be brought to school as part of a special program or activity, provided no students' health will be endangered by the presence of the pet (allergies or the like). Dangerous pets may not be brought to school.

## **PHYSICAL EDUCATION**

A physical education teacher teaches regular classes to all students twice a week. Students in Fourth through Eighth Grades are to change into shorts and a tee shirt for classes.

## **PICTURES**

Individual pictures will be taken during the fall of the school year by a professional studio.

## **PLAYGROUND/PLAYGROUND RULES**

Specific playground rules and procedures have been developed for the safety of all students at our school. The playground rules

can be found on page 26-27.

Injuries on the playground should be reported to the school office and/or the homeroom teacher. When the injury is serious, the procedure outlined by the parents/guardians on the student's Emergency Form will be followed. A report will be filed for each serious injury and maintained in the school office.

## **PROGRESS REPORTS**

Progress Reports are issued three times a year at the midpoint of each trimester. Report Cards are issued three times a year at the end of each trimester. See the School Calendar on pages 6 and 7 for dates marking the middle and the end of the trimesters, as well as dates when Progress Reports and Report Cards will be sent home.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on each student's academic, physical, social, and emotional growth and involve consultation of the parents/guardians, the teacher(s), the school administrator, and other personnel involved with the student.

## **PRAYER AND LITURGICAL CELEBRATIONS**

Holy Cross School shall provide opportunities for its students to participate in sacramental celebrations and prayer experiences, recognizing the Eucharist as the center of religious vitality.

A student from each Holy Cross Family (Grades 1-8) will present an afternoon prayer to the students and staff of Holy Cross School on one or more dates designated by the school administrator on the monthly school calendar. All students will participate in a prayer in the morning, before lunch and at the end of the school day.

Students will attend a weekly liturgy and will have opportunities to help plan and/or participate in those liturgies. See **LITURGIES** on page 39.

## **RECESS**

Students in grades 4K-5 are to participate in a daily morning recess. In addition, students in 4K-5 will have recess either before or after lunch. Students are expected to obey and be respectful of the adult playground supervisors on the playground. Playground rules, found on pages 26-27, are to be observed while engaged in recess activities.

Students are expected to leave and enter the building in a quiet, orderly manner for recess periods. In case of inclement weather, students will engage in quiet activities in their respective classrooms.

Students with health problems are expected to have a written note from their parents/guardians excusing them from outside recess. They will remain in the classroom or may go to the office area, wherever there is an adult to supervise them.

## **RECORDS**

A student's official file is kept in the school office. This file contains the student's registration form, diocesan progress reports and /or public school report cards, attendance records, kindergarten screening information, and standardized achievement test results. A parent/guardian wishing to review this file may do so upon 24 hours written notice to the school administrator to request an appointment to review the file.

Holy Cross School abides by the provisions of the Buckley Amendment with respect to the right of non-custodial parents/guardians. In the absence of a court order, the school will provide the non-custodial parent/guardian with access to academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

## **REGISTRATION**

Registration for current Holy Cross Catholic School students and

all GRACE students for the following school year begins in early January. All registrations are done online through the GRACE website.

## **RELIGIOUS INSTRUCTION**

### **Sacramental Guidelines**

Religion is taught in each classroom. Students plan and participate in the liturgy. Sacrament preparation is a parish responsibility and is coordinated by the Faith Formation Administrator, through a cooperative spirit with the administrator and the pastor.

First Communion and First Reconciliation are scheduled and received in Second Grade. Parents/guardians of a student receiving these sacraments are expected to attend the Parent/Guardian Meetings scheduled as preparation for each sacrament.

## **SACRIFICIAL GIVING**

Each registered parish family with children in the day school is expected to support the parish through sacrificial giving, in addition to their child(ren)'s Tuition/Education Fees. All parish families who are not on pace to meet the minimum sacrificial giving levels will be billed Non-Parish Tuition after March 31st of each year. Sacrificial giving is tax deductible, tuition is not.

## **SAFE ENVIRONMENT CURRICULUM**

As part of our VIRTUS training, which each faculty and staff member participates in as well as each parent volunteer, we also teach once each year a curriculum issued by our diocese that teaches our students how to be safe. It helps our students recognize which places they are in that are not safe for them, and to recognize the need to have safe adults to speak to when they are not comfortable in a situation. This and many other things we do, help us protect children from sexual and other abuse.

## **SCHOOL SUPPLIES**

A school supply list is provided at the end of the school year for

the following school year. These supplies are modestly priced and easy to obtain. Supplies should be replenished throughout the year as needed.

## **SERVICE**

Students in all grades will be involved in service on a regular basis. The students will have an opportunity to help others locally, nationally, and globally

**Students in grades 6-8 are required to perform 10 hours of service per school year.**

## **SITE ADVISORY COUNCIL (SAC)**

The Holy Cross Site Advisory Council, formerly called the Board of Education, is responsible for all aspects of the formal educational programs of the parish. These educational needs of the parish community, as well as directives from the Diocesan Department of Total Catholic Education and GRACE, guide the SAC in establishing goals and objectives for the educational programs of the parish.

The Site Advisory Council establishes policies, provides necessary resources, and evaluates programs of the parish. It supports the philosophy and educational development of the school and religious education programs of the parish.

The Site Advisory Council meets the fourth Tuesday of each month, in the Library, beginning at 6:30 p.m. All meetings of the SAC are “open” except those sessions designated as Executive Sessions.

An open forum is scheduled at each meeting for those wishing to bring suggestions or concerns to the SAC. To be placed on the agenda, notify the SAC President 10 days in advance of the meeting.

If you are interested in learning more about serving on the Site Advisory Council, please contact the SAC President. SAC officers and members are listed on page 5.

## **SNACKS**

Students are permitted to bring healthy snacks for morning recess/break. In keeping with the development of good nutritional habits, snacks should be nutritious. Fruit, vegetables, yogurt, cheese, and crackers make good snacks. Soda will not be allowed at any time. Please refer to the school wellness policy when planning your child's snacks.

## **STANDARDIZED TESTING**

Holy Cross students in Grades K-8 will participate in MAP (Measures of Academic Progress) Assessments annually. Our school uses the results of these tests in evaluating and planning curriculum. The teachers use individual student results to determine individual student strengths and weaknesses. Specialized testing is available through our school personnel for students with special needs.

## **SUPERVISION**

Students enter the building at 7:20 a.m. for the Morning Nutrition Program meal or with the first bell at 7:30 a.m. Our school assumes responsibility for the students who ride buses from the time they arrive in the morning until they leave on the bus at the close of the school day.

Students for whom other transportation is provided or who walk to school are not to arrive at school before 7:30 a.m. unless the students are participating in the Before School Program or the Morning Nutrition Program. They are to leave the school grounds when school is dismissed, unless the students are part of the After School Program. Parents and guardians are responsible for students who arrive and leave before and after these stated times.

## **SUPPORTIVE CONSULTANT PROGRAM**

This program is an outreach program designed to assist our faculty in identifying learners with challenges, identifying learners who are advanced, and utilizing various strategies to address specific learning styles for all students.

The Supportive Consultants assist our classroom teachers by developing a support plan for students in their classrooms who may have special needs.

Our Supportive Consultants have received the training and materials necessary to administer diagnostic assessments and to interpret the results of the assessments. As a result of these assessments, accommodations, modifications, interventions, remediation and/or differentiation strategies may be implemented for our students.

Holy Cross students may no longer have to be referred to the Green Bay Public School System for these types of diagnostics and assessments.

## **SUSPENSION/EXPULSION**

Except as provided in other sections of this handbook, there are two general situations which may lead to suspension or expulsion; both must be verified by evidence:

1. When the moral or physical well being of the student body or faculty/staff is endangered;
2. When there is prolonged and open disregard for school authority or school rules.

Suspension is of a temporary nature and should be used only until the reason for the suspension is removed.

Expulsion is permanent and must be reported to the local Site Advisory Council.

## **TARDINESS**

Any student who arrives at school after 7:40 a.m. is considered tardy. If a student leaves school before 9:00 a.m., the student will be marked absent for the day. A student who leaves school after 11:00 a.m. will be marked absent for 1/2 day.

## **TELEPHONE CALLS TO SCHOOL**

During school hours, calls should be made to students and faculty/staff members only when urgent. Parents/guardians wishing

to contact a teacher may call school anytime, and the teacher will return the call as soon as possible.

## **TRANSFER**

When transferring to another school, records will be issued upon receipt of a written request from the new school.

## **TRUANCY**

Section 118.15 of the Wisconsin Statutes defines truancy as an absence without just cause or an absence without notification of the school. The same parent/guardian responsibilities apply to our school as to a public school. All cases of truancy must be reported to the local public school attendance officer.

## **VANDALISM**

Willful damage or destruction of school property is cause for immediate suspension or possible expulsion. Our school policy requires restitution be made by the student(s) according to the terms determined by the school administrator.

## **VIRTUS TRAINING**

VIRTUS Training is a program the faculty, staff, and administration is involved in to create a safe environment for our students. Each employee and/or volunteer of Holy Cross Parish who spends time with our students on a regular on-going basis must be trained in VIRTUS. The purpose of VIRTUS training is to educate attendees about situations and circumstances where sexual abuse could occur. In addition to the training session, employees are also required to complete online training.

**Before parents/guardians can participate in school activities with students and/or chaperone field trips, they must also be VIRTUS trained and eApps approved. Please contact the school administrator for more information.**



## **ACCREDITATION STATUS**

Holy Cross School received accreditation  
in 2005 through the  
Wisconsin Religious and Independent Schools.  
This Accreditation will be renewed in 2012.